WESS

Module 7

Sharing Reports

What is Report "Sharing"?

Sharing a Report: A WESS function allowing a User / Drafter to send a Draft Mishap or Hazard report to another User(s) **prior to its Release**. This is usually done, within the Reporting Activity, for the purpose of soliciting additional data entry or editing by others.

Usually a "**Horizontal**" process to add or edit data– Within a reporting command or location, but can be outside the activity, when needed. E.g. If two commands are involved in a mishap, either may share the report with the other for pertinent data entry.

By clicking on "**Share Report**" in the Activities listing, a drafter may enter as many other users by name & email as needed for editing purposes.

Recipients must be WESS account holders and the User must notify each recipient, e.g. email, that a report has been forwarded and is

Selecting Recipients

Mishap Data Entry

Activities

- BASH
- Save as template
- Share report
- Return Home
- Generate PDF
- Feedback Form
- Logout

My Report
- General Information
- Location
- Environment
- Personnel
- Property Damage
- Cause Codes
- Validate
- Routing Information
- Release Report

Mishap Involved (Check all that apply to this event. These selections will determine which sets of question...

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☐ During Formal Training
- ☐ HRST Techniques
- ☐ Motor Vehicle (Private)
- ☐ Motor Vehicle/Tactical Vehicle > $5K Damage
- ☐ Ordnance/Weapons
- ☐ Parachuting
- ☐ Property Damage (Non-US Govt. Owned) > $20K Caused by Govt.
- ☐ Property Damage (US Govt. Owned) > $20K
- ☐ Recreational or Off-Duty
- ☐ Ship/Sub Craft
- ☑ Shore/Ground

With a report opened in the Active window, Click "**Share Report**" on the Activities listing.

A Reviewer's Search screen will display, allowing the drafter to select a reviewer by name or email address.

Report Reviewer(s) Search

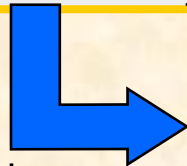▶ Help

NOTE: To search for a person, enter their First Name, Last Name, or Email Address.
These pieces of information can be partial, i.e. Jon will find Jonathon.
You can also enter more than one if known to narrow your search.

First Name [_____] Last Name [_____] Email Address [_____] [Search]

Note: You must make an entry, press search, and then choose your entry. Typing entry in the Number or Name field and pressing next will not save your entry.

[Next]

Repeat the Share process as needed for other reviewers.

Selecting Recipients

To select a User to Share a Report, enter the user's full or partial name or email address and Click "**Search**".

A list of corresponding User ID Entries will display, allowing the drafter to click the **User's radio button** and click "**Next**".

WESS will send the draft & return to the Mishap Entry

"Share" Completion

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Naval Safety Center

Mishap Data Entry

▸ Help

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The "Drafter" will be returned to the Mishap Data Entry screen.

The "Drafter" must ensure that recipient(s) are made aware of the draft awaiting review, by email or other means.

WESS does not send Email Notification to recipients of Shared Reports, at this time.

The Recipient Gets....

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WESS Naval Safety Center

Activities
- Class A/B Notification
- Create New Report
- Create From Template
- Maintain Account
- Notifications
- BASH
- Feedback Form
- Return home
- Logout

Your Existing Reports

Drafts

Delete   Serl#   Date   Description

☐ 1086784509039 1 June 2004   Bad Outcome

Approval Needed

Serl# Date Description

Release Pending

Serl# Date Description

Release Action Needed

Serl#   Date   Description

1086100869622 22 May 2004   SNM INJURED BACK

On next log-in to WESS, The Recipient of the Shared Report will see the Draft Record listed on the main User Environment screen.

Note: If a recipient wishes to delete the draft report after reviewing it, Clicking the checkbox and "Delete", will delete this listing **only**.

The original report will not be deleted.

"Drafters" should notify recipients of the draft awaiting review.

"Routing" Reports

To learn about Routing a Report,